

# 7 STEPS TO BECOMING A FOREIGN SERVICE SPECIALIST

The Foreign Service Specialist selection process begins with an application, proceeds through the selection process, and for those who succeed, culminates in hiring from the register for assignment to an orientation course that marks the beginning of every Foreign Service career.

## STEP 1: CHOOSE A SPECIALIZATION

The U.S. Department of State offers career opportunities to professionals in specialized functions around the world. As a Foreign Service Specialist, you will provide important technical, management, healthcare or administrative services at one of over 270 posts overseas, in Washington, D.C., or elsewhere in the United States.

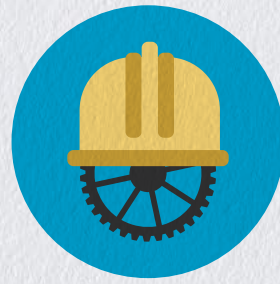
[Learn more about each career track](#)

### TO BE ELIGIBLE, YOU MUST BE:

- ✓ U.S. Citizen
- ✓ Age 21-59 (hired before 60th birthday)
- ✓ Age 21-36 (hired before 37th birthday for Diplomatic Security Agent positions)
- ✓ Available for Worldwide Assignment



ADMINISTRATION



BUILDING CONSTRUCTION, OPERATIONS, AND MAINTENANCE



INFORMATION TECHNOLOGY



INTERNATIONAL INFORMATION & ENGLISH LANGUAGE PROGRAMS



LAW ENFORCEMENT & SECURITY



MEDICAL & HEALTH



## STEP 2: SUBMIT YOUR APPLICATION ?

Now that you have chosen the Foreign Service Specialist position for which you may qualify, the next step is to refer to the specific vacancy announcement and complete all additional required procedures.

[View specific vacancy announcements](#)

## STEP 3: QUALIFICATIONS EVALUATION PANEL

Once you have completed the initial review stage, your application will go before the Qualifications Evaluation Panel (QEP). If you meet the minimum qualifications, the QEP will evaluate your professional experience, job history, and motivation in more detail.



## STEP 4: TAKE THE FOREIGN SERVICE ORAL ASSESSMENT ?

Candidates forwarded by the qualification process will engage in an oral assessment test that consists of a writing exercise, a structured interview, and an exit interview to determine whether they demonstrate the **12 Dimensions** that are essential to the successful performance of Foreign Service work.

**Download** the Foreign Service Specialist Oral Assessment Information Guide.



## STEP 5: CLEARANCES - MEDICAL & SECURITY ?

All candidates must receive medical and security clearances in order to be hired and serve abroad. Visit the Career Resources Download Center for a list of forms intended for those who have received conditional offers of employment after the Oral Assessment.



[Visit the Download Center](#)



## STEP 6: SUITABILITY REVIEW PANEL ?

Upon completion of the background investigation, the candidate's information will go before a Suitability Review Panel to determine if they are suitable for a Foreign Service career.

## STEP 7: REGISTER OF CLEARED CANDIDATES

Candidates who have received a conditional offer of employment and who have successfully completed the previous stages will be placed on the Register in their specialty, and rank ordered by their overall assessment scores, including language bonuses/veterans' preference points.

